



## MILLOM TOWN COUNCIL

### SICKNESS AND ABSENCE POLICY

**Adopted by Millom Town Council on .....**

**Revision Date: January 2021**

#### **Introduction:**

A Town Council is committed to improving the health, wellbeing and attendance of its employee. It values the contribution the Clerk make to the successful running of the Town Council, and greatly misses that contribution when the Clerk is unable to work for whatever reason.

#### **Key Principles:**

1. As a responsible employer the Town Council undertakes to provide payments to the Clerk if unable to attend to work due to sickness in line with the Clerk's Contract of Employment for sick absence and sick pay.
2. The Clerk is asked and expected to take responsibility for achieving and maintaining good attendance to cover the work required
3. The Town Council will support the Clerk if he/she has genuine grounds for absence for whatever reason. This support includes:
  - "Special Leave" for necessary absence not caused by sickness
  - A fairly flexible approach to the taking of annual leave to fit in with regular Town Council meetings
  - Access to counsellors where necessary
  - Rehabilitation programmes in cases of long-term sickness absence
4. The Town Council will consider any advice given by the Clerk's GP on the "Statement of Fitness for Work"
5. The Town Council's disciplinary procedures will be used if an explanation for absence is not forthcoming or is not thought to be satisfactory
6. The Town Council respects the confidentiality for all information relating to the Clerk's sickness

This policy will be implemented in line with all data protection legislation and the Access to Medical Records Act 1988

#### **Notification of Absence:**

- **Evidence of Incapacity**

The Clerk can use the accepted self-certification arrangement for the first seven days of absence. Thereafter, a "Statement of Fitness for Work" is required to cover every subsequent day. If absence is likely to be protracted, ie; more than 4-weeks continuously, there is a shared responsibility for the Chair/Vice Chair and the Clerk to maintain contact at agreed intervals. "May be fit for some work". If this is the advice of the CP on the Statement of Fitness for Work, then it will be discussed with the Clerk as to ways of helping them to get back to work, possibly by a phased return or temporarily amended duties.

- **Return to Work Discussions:**

The Chair/Vice Chair will discuss absences with the Clerk upon return to work to establish:

- The reason for and cause of absence
- Was there anything that the Chair or Town Council can do to help
- That the Clerk is fit to return to work. If the Clerk's GP has advised that he/she 'may be fit for work' the return to work discussion can also be used to agree in detail how the return to work might work best in practice

**A more Formal Review will be triggered by:**

Frequent short-term absences or long-term absence. This review should look at any further action required to improve the Clerk's attendance and wellbeing.

**Signed:** ..... **Date:** .....